

Lynchburg Parking Authority

Minutes

City Hall
Second Floor Training Room
900 Church Street
Lynchburg, VA 24504

Tuesday, June 8, 2010
3:00 pm

Members Present: Dennis Howard, Michael Gillette, Ripley Owen, Bert Dodson, Tom Gerdy

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx, Danny Marks, Susan Landis, Susan Hargis, Lynn Watson, Deborah Powell, Terri Proffitt

Others Present: Ed Booher, Chad Booher

Meeting was called to order by Dennis Howard.
Minutes from the April 13, 2010 meeting were approved.

Old Business

On May 15, 2010 the City of Lynchburg entered into a contract with Duncan Solutions, Inc. to provide and install a parking management system that will be phased in over the life of the contract. Delivery requirements are up to 42 pay stations, 3 handheld ticket issue devices with parking ticket software and a permit management system.

The Authority reviewed the proposed installation plan.

Q – Dennis Howard - When is the delivery date?

A – Norman Hale - Within 90 days after we have signed off on the configuration of two pay stations they will be delivered on or about July 1, 2010.

Kim stated that there is a roll out phase that takes about 3 – 4 years. We want to do this methodically.

We have received 30 requests for private property enforcement. Court St. is included. We will analyze and monitor private parking lot enforcement and will work with the Police Department. We will keep a record and work with the Authority and the City Manager.

The budget for the Parking Division was adopted by Council as presented to the Authority during the April 13 Parking Authority meeting.

Q – Dennis Howard - Has the property owner asked for management services or just enforcement services?

A – Norman Hale - No. We have been in discussions with a couple of private parking lot owners.

Dennis Howard suggests that the Authority be compensated for their services.

Q – Tom Gerdy - What's the scope of what the police can do?

A - Danny Marks - There is a provision in the City Code for fire lanes and handicap parking spaces for example.

Private parking lots must be managed properly and signed properly.

Presentation by Duncan Solutions

Ed Booher introduced himself and his son, Chad Booher. Ed Booher has been in the municipal services business for about 4 years. He started selling meters to Lynchburg in the 70's. Then moved to Washington to manage parking for a long time and then went into the management consulting business implementing parking programs nationwide. He retired about 5 years ago and became a distributor for Duncan Solutions, Inc. They sell to about 50 cities. 95% of their business is controlled parking. In the last 10 years parking meters have gone from single space to multi-space. In the last 3 years they have seen most cities going to the multi-space concept. They are located in Lexington, Va.

Q – Kim Payne - Can you talk about your experience in installing pay stations? Are there some common themes?

A – Ed Booher - In the last several years a lot of cities are going back to controlled parking. We just finished doing the multi-space parking in Farmville. We work with many different cities; Staunton, Lexington, Farmville and Winchester.

Q – Kim Payne - What are the concerns?

A – The first thing is the realization that there is no free parking. There is always a cost involved in parking.

Q – Kim Payne - Do you find that some of the concerns go away?

A – Ed Booher - Yes, and it has helped the merchants on-street parking.

Q – Norman Hale – Can you tell us of other experiences in other areas?

A – Ed Booher - We put in pay by space meters in Raleigh NC, Houston, DC, Maryland and Arlington County.

Q – Kim Payne - What is the typical charge for on-street spaces?

A – Ed Booher – It depends on demand – major cities \$1.00/hr. - \$3.00/hr.

Duncan Solutions recommends tailoring your parking to fit the needs of the merchants. You guide your long term parkers/workers to the long term parking lots. There is a relationship between the on-street and off street parking. You take care of citizens first.

Q – Tom Gerdy - What did you do in Farmville?

A – Ed Booher - Farmville had an existing parking program, so we rebuilt their existing cases and sandblasted. We took the meters over a period of 6 months and put a new internal mechanism in them at .50/hr. (on-street). Farmville takes coins only.

Ed Booher explained that if you have a pay and display system, customers would walk up to the parking meter, put their money in and get a receipt, walk back to their vehicle and put the receipt on the dashboard. The upside to this concept is that there are no numbered spaces; however, you would have to dispose of the paper. A lot of people throw the paper on the ground.

Q – Tom Gerdy - Why are we using 2 types of systems?

A – Norman Hale -a number of customers have requested that the pay station issue a receipt. We propose that the pay station at the Midtown Deck and Clay Street be pay and display.

We have also worked with Duncan Solutions to program pay stations; but, the pay stations can only be used as pay and display or pay by space; however, pay and display units issue a receipt. The pay and display requires the parking customer to pay at the pay station then return to their vehicle and place the receipt face up on the dashboard of the vehicle before proceeding to their designation.

The pay by space unit requires the customer to enter their parking space number then proceed to their designation without returning to their vehicle. The handheld units to be used to issue parking tickets are computerized. Parking Patrol staff will be able to view the status of each vehicle parking in a space controlled by a pay station.

Q – Tom Gerdy - Will finding the pay station be an issue?

A - It is critical to have good signage. Color is critical with the ambiance of the City. Some cities have their signage at the bus shelters above the pay station with a sign that says "Pay Here". You must have your meters where the ingress is.

Q - Councilman Gillette – Can meter be updated at another meter?

A – Ed Booher – Yes, parking can be updated at another meter.

Q – Tom Gerdy - Could you provide some pictures of some signage?

A – Ed Booher - Yes

Q – Bert Dodson - Would you have to number each parking space?

A – Ed Booher –Yes, recommendation is to put numbers on the curb within the 6".

Ed Booher stated that we must have a thorough plan. Kim stated that they will keep the Authority informed.

Q – Tom Gerdy - Is the pay by space technology too new to have rebuilt units?

A – Ed Booher - Technology is growing. Things are changing dramatically. As you want to adjust the program this is the way you go. It all has software that can be upgraded.

Q – Kim Payne - What about free time?

A – Ed Booher - No success with free time. It was tried in Farmville several different ways and it did not work on-street nor off street. It is also extremely expensive.

Q – Councilman Dodson - How many cities have free parking?

A – Ed Booher - None, nearly impossible to do.

Q – Kim Payne - Can you program different amounts at different times?

A – Ed Booher - Yes

Norman Hale stated that we chose in the pilot program to use tokens. These tokens are special coated tokens and are the only ones that will work in the pay stations. Rates will have to be discussed.

Q – Kim Payne - Does a mature program use tokens?

A – Ed Booher - Most cities do not use the token concept. Most are going to dollar coins.

Ed Booher stated that this is big revenue and you will always make more money on-street.

Next Steps

Norman Hale will be scheduling meetings with the parking implementation roll out team consisting of City staff and Duncan staff. An installation plan will be developed.

Kim Payne stated that we will get the pay stations on both decks and get the handhelds.

This was Councilman Dodson and Dennis Howard's last meeting. Farewell to both of you. Thank you for your dedicated service to the Parking Authority.

Meeting adjourned 4:20 p.m.
Next meeting August 10, 2010